User's Guide
To
I-PASS for Teachers

Individual Portfolio Artifact Submission System

Documentation for Use with I-PASS System Online Videos

Division of 21st Century Classroom

Idaho State Department of Education

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Mr. Tom Luna, Superintendent of Public Instruction

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Deadlines

Deadline for Submitting Completed Portfolios is March 1

Support Contact

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Evidence Formatting

Before beginning the upload process, it is important to make sure all evidence to be submitted is formatted correctly. Below is a list of compatible formats:

The B.I. Care Uploader application supports the following file formats:
Videos
- FLV
- AVI
- WMV
- MP4
- MOV
- MPG
- BIC - (B.I. Capture exported video)

Images
- JPG
- PNG
- GIF

Documents
- PDF
- PPT
- DOC
- XLS

Accessing I-PASS

Go to the following site:
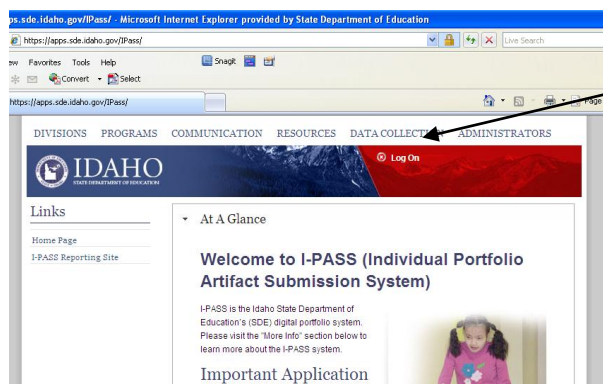
- https://apps.sde.idaho.gov/IPass/

- Read through *Important Application Information*

TIPS:
- <u>Forgot Password</u>?: Follow this link to request a new password

- New User?: Follow the Using System Video link to get a brief overview of the I-PASS system

Logging On

Click on Log On

Click Log On

New Users:
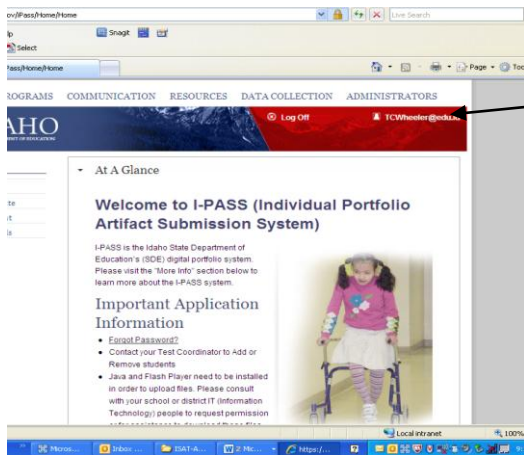- Click Registration and follow directions

Existing Users enter:
- User name
- Password

Click Sign In

TIP:
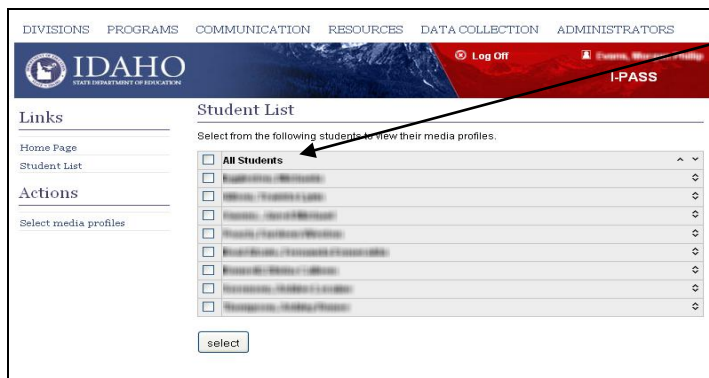- User name is usually your email address

Verify User name

If your User name is missing or incorrect contact:

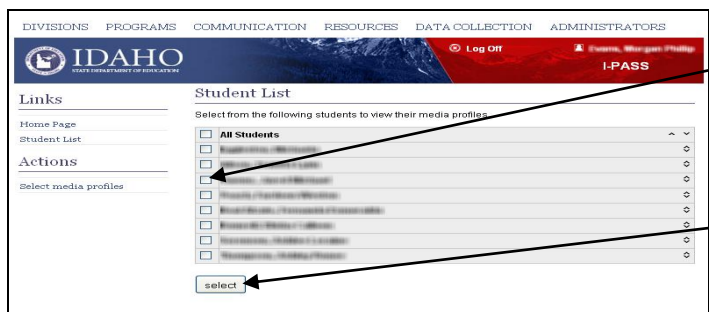tcwheeler@sde.idaho.gov

Student List

Click Student List

Verify all students taking the ISAT-Alt are listed

Missing Students:
- Contact your District Test Coordinator

Selecting Students

Select the students whose portfolios (media profiles) you want to work on

Click select

TIP:
- You can choose to view one, a few, or all of your students' portfolios. Teachers with a lot of students may find it easier to work on 1-2 student portfolios at a time
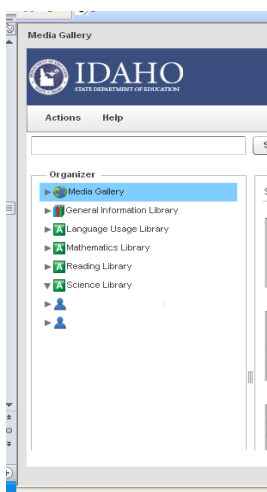
Verify the portfolios (media profiles) you will be working on

Click Open

Organizer Topic Descriptions

Media Gallery:
This is where all uploaded evidence can be found. Users are able to create folders and organize their media gallery to their own preferences.

General Information Library:
Users can find 2-minute training videos and documents on using the I-PASS system and the various functions.

Specific step-by-step videos and documents available under the *How to use this site* folder:

General Workflow:
- Workflow Document Outline
- Video 1- General Workflow video

Tools in Action Menu:
- Video 2- Add a Folder
- Video 3- Copy
- Video 4- File Uploader

Using Other Tools:
- Video 6- Move
- Video 7- Upload by Fax
- Video 8- Uploader Link
- Video 9- Flip Video
- Video 10- Tagging and Commenting

To View Videos:
- Double Click selected video
- Play
- Allow load time

Content Area Libraries (Language Usage, Mathematics, Reading, Science):
FOR REFERENCE ONLY- Users are able to access Grade Level Content Area Objectives assessed on the ISAT-Alt.

Student Assessment Folders
User should see a list of students selected earlier in *Selecting Students*. Click the arrow to the left of the student icon to see all assessment folders available. This is where Users will place student evidence artifacts.
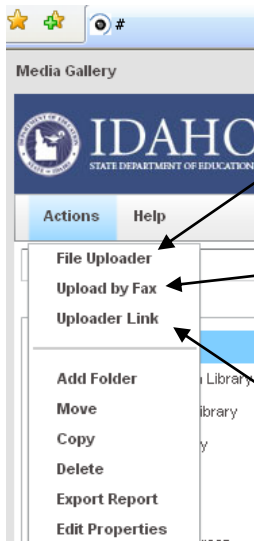
Tab Function Descriptions

Help:
Users are able to search Behavior Imaging Solutions (formerly Caring Technologies) library of help topics

Actions:

File Uploader:
Allows Users to begin uploading evidence from any saved file

Upload By Fax:
Allows Users to begin uploading evidence by fax

Uploader Link:
Allows Users to enable classroom EAs/Aides to upload evidence

Add Folder
Move
Copy
Delete
Export Report
Edit Properties

Add Folder:
Allows Users to create folders in their Media Gallery to help with organization

Move:
One of three ways Users can move evidence between locations

Copy:
One of two ways Users can copy evidence to other locations

Delete:
One of two ways Users can delete evidence from Media Gallery or Student Assessment folders
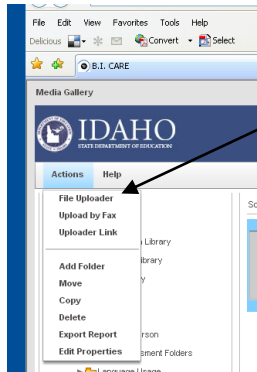
Edit Properties
Allows Users to score the evidence artifacts after it is placed in Student's Objective folder
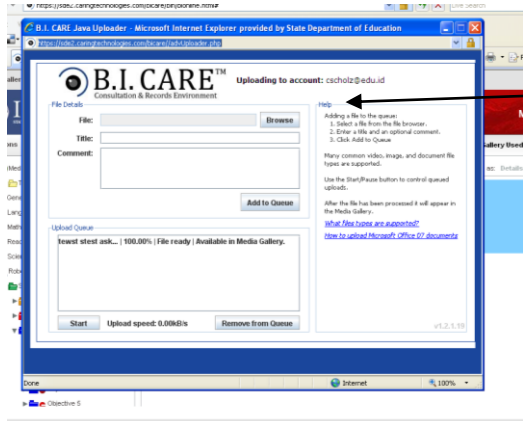
TIP:
Step-by-step video directions on how to perform the above functions are located under the General Information Library

Uploading Evidence

File Uploader:

Click File Uploader

Directions for uploading can be found to the right of the B.I. Care screen

TIPS:
Slow upload time can occur for some of these reasons:
- Video files, due to their size
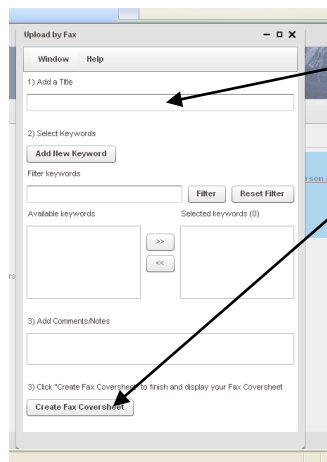- High traffic times on the I-PASS site

To avoid long upload times try:
- Uploading at a different time of day
- Start uploads early in the day.
- Start early. Upload evidence as soon as I-PASS is open to the teacher
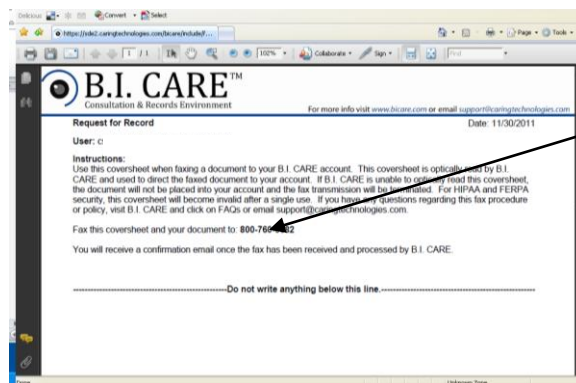
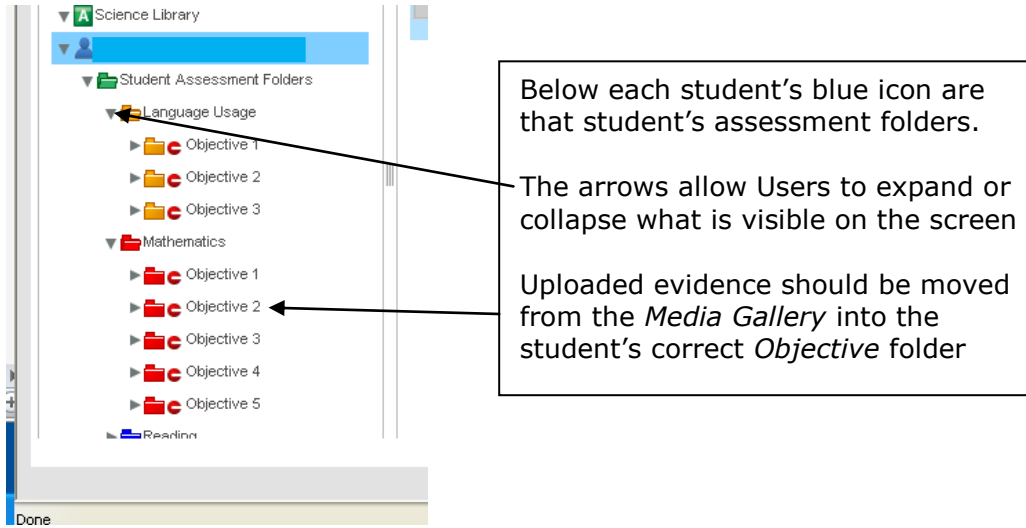## Upload by Fax

Click Upload by Fax
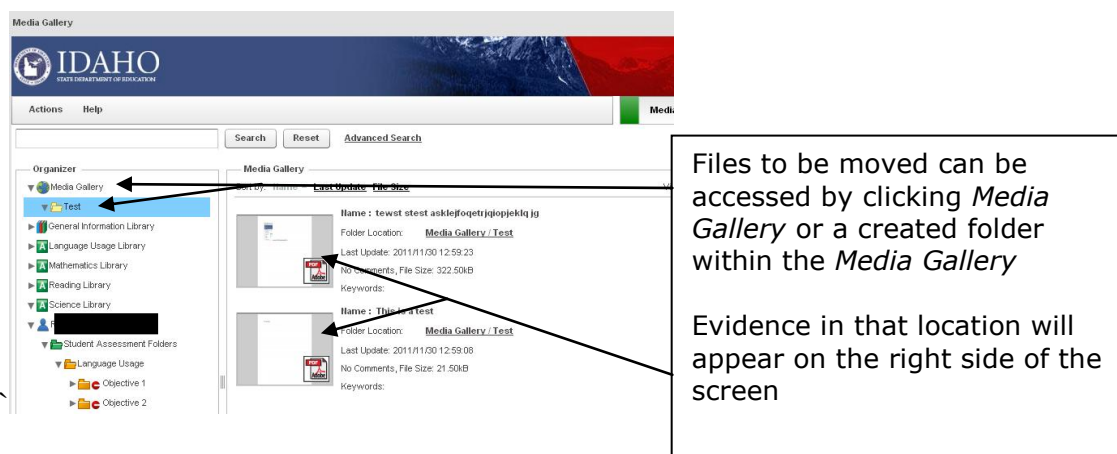

Add title

Click Create Fax Coversheet

Print coversheet and fax with evidence artifact to the phone number listed

Student Assessment Folders

Below each student's blue icon are that student's assessment folders.

The arrows allow Users to expand or collapse what is visible on the screen

Uploaded evidence should be moved from the *Media Gallery* into the student's correct *Objective* folder

Moving Files from Media Gallery to Student Folders

Files to be moved can be accessed by clicking *Media Gallery* or a created folder within the *Media Gallery*

Evidence in that location will appear on the right side of the screen

To Move items:

Right Click Method:
- Highlight item you want to move
- Right click

- Select Move Item(s)
- Highlight desired folder
- Click Save

Drag and Drop Method:
- Highlight item you want to move
- Click, hold and drag item to desired folder

Edit Properties/Item(s) Properties

User's must scored each piece of evidence submitted in the *Objective* folders

Once an evidence artifact has been placed into an Objective folder, you can access this screen by:
1) Highlight item to score
2) Right click
3) Select Item(s) Properties)
OR
1) Click *Actions* tab
2) Select *Edit Properties*

Score item

Click Save

Online Date Sheets

After all evidence artifacts have been submitted and scored, teachers must fill in the online Data Sheet.

Go to Student List screen

Double-click student

To access content areas click on tabs

Fill in Collected date, description and levels for baselines

Scroll to bottom

Click *Save*

When Data Collection sheet is full *Submit for Scoring* becomes available

Click *Submit for Scoring*

☆**Once you *Submit for Scoring* you will not be able to make any further changes**

Final Checks for Completion

	All student assessment folders contain 2 evidence artifacts per objective
	All evidence artifacts are in the correct folder for student and objective
	All evidence artifacts are scored (edit properties) by teacher
	All objective folders have a gold star indicating complete
	Online Data Sheet is filled out